



Agenda Item Number: 2005-2-6A

BERNALILLO COUNTY BOARD OF COUNTY COMMISSIONERS

Meeting Date: February 8, 2005

Department: Purchasing **Staff Contact:** Dan Mayfield, Deputy County Manager Finance
Lisa Sedillo-White, Purchasing Director

TITLE: Purchasing Procedures

ACTION: Motion to:

1. Rescind Administrative Resolution AR-14-2003.
2. Approve Administrative Resolution **AR** **-2005** establishing the County's Approval Process, Monetary Signature Authority and Reporting Requirements for all Procurements, including Construction Change Orders.

SUMMARY:

The proposed resolution re-establishes the County Manager's signature authority for all general County procurements not exceeding \$100,000 and the County Manager's authority to approve procurements identified with reasonable specificity in the current fiscal year's approved operating budget.

In addition, the County Manager's change order approval authority is clarified and modified as follows:

1. Any construction project change order when the change order amount itself or in the aggregate does not exceed \$100,000.
2. For construction projects exceeding \$1,000,000 in total cost, the County Manager will act on behalf of the Commission executing change orders not exceeding an amount equal to 10% of the original contract amount or aggregate of all change orders thereof.

The resolution also includes a provision to require monthly reports to the Board listing the following information:

- A. Contracts over \$10,000.
- B. Change orders for all construction projects.
- C. Sole source procurements.
- D. Emergency procurements.
- E. Legitimate formal written protests of bids and proposals and the results thereof.

ATTACHMENTS:

1. Resolution AR-14-2003
2. Administrative Resolution **AR** **-2005**.

FISCAL IMPACT

There will be no fiscal impact to the County. All procurements will be made in accordance with approved appropriations and accordance with N.M.S.A. Chapter 13, "The Procurement Code."

STAFF ANALYSIS SUMMARY

COUNTY MANAGER

The County is undertaking numerous construction projects (i.e. the MATS facility, the PSU at the MDC, the South Valley Health Clinic, etc.) over the next few years. Change orders are common with large construction projects; however, if they are not dealt with efficiently and in a timely manner, more cost can be added to the project. These recommended changes would streamline the process. I recommend Board approval. TL 2/3/05

LEGAL

This Administrative Resolution is the correct mechanism for the Bernalillo County Commission to delegate signature authority to the County manager for certain purposes. Administrative Resolution approved as to form. TDC 2/2/05